



Circuit Court for Wicomico County

Jury Assistant (Unclassified)

Full Time

Salary: \$23,456-\$43,399

Full Benefits

Duties: This appointed position serves at the will of the County Administrative Judge and is supervised by the Jury Commissioner. Assists Jury Department in administrative aspects of jury service in the Circuit Court. Uses the electronic jury management system for the qualification/disqualification process of jurors and jury selection procedures. Generates and mails correspondence. Maintains good public relations with community members.

Requirements: Two years' experience in a professional office setting desired, with previous experience in the legal field or within the Circuit Court System preferred. Must have exemplary communication skills, strong technical ability and proficiency with Microsoft Office is required. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass a background check and drug testing.

Closing Date: 5:00p.m., Friday, October 14, 2016.

Apply: Send a Wicomico County Application, Resume and list of references to:

Wicomico County Human Resources
125 N. Division Street
Salisbury, MD 21803-0870
410-334-3105 Fax: 410-334-3111
Website: www.wicomicocounty.org
Email: hr@wicomicocounty.org

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